

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
September 21-25, 2015**

MONDAY, SEPTEMBER 21, 2015

*2:30 pm

Solid Waste Board

BC Port & Resource Recovery
2561 S. Broadway

TUESDAY, SEPTEMBER 22, 2015

(No Meetings)

WEDNESDAY, SEPTEMBER 23, 2015

*5:30 pm

Human Services Committee

Room 200, Northern Building
305 E. Walnut Street

THURSDAY, SEPTEMBER 24, 2015

*8:30 pm

Aging & Disability Resource Center Board of Director's

Aging & Disability Resource Center
300 S. Adams St.

*6:00 pm

Mental Health Treatment Committee

Rm 365, Community Treatment Center
3150 Gershwin Drive

*5:30 pm

Administration Committee

Room 200, Northern Building
305 E. Walnut Street

FRIDAY, SEPTEMBER 25, 2015

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PUBLIC NOTICE
BROWN COUNTY SOLID WASTE BOARD
Monday, September 21th – 2:30 pm

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – July 20th, 2015 Meeting Minutes
5. Announcements/Communications
6. Compactor and Building Expansion - *Update*
7. Fox River Fiber (FRF)- *Update*
 - a. Progress with FRF Amendment #3 and Kewaunee County Memorandum of Understanding
 - b. Letter from Outagamie County Executive and Response from Brown County
 - c. Response from Brown County to Outagamie County Regarding the Septmeber 2014 Draft Analysis of Alternative Daily Cover Options for Outagamie County Landfill Serviing Brown-Outagamie-Winnebago Counties
8. Director's Report
9. Such other Matters as Authorized by Law
10. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

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HUMAN SERVICES COMMITTEE

Patrick Evans
Dan Robinson, Erik Hoyer,
Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE
Wednesday, September 23, 2015
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 26, 2015.

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center Board of Directors (July 9, 2015).
 - b. Board of Health (July 28, 2015).
 - c. Children with Disabilities Education Board (February 24, May 7, July 15 & August 25, 2015).
 - d. Veterans' Recognition Subcommittee (August 18, 2015).

Drug Court

2. Update on Treatment Court by Judge Zuidmulder.

Communications

3. Communication from Supervisor Zima re: That the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population. ***See Item #5***
4. Communication from Supervisor Zima re: I am requesting that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment. ***See Item #5***
5. Communication from Supervisor Erickson re: That Brown County budget some funding in the 2016 budget to start some services for addicts. This has been overlooked. We provide funding to the Drug Task Force but nothing for those that slip between the cracks. We may even be able to share staff and help between the CTC and the jail. ***Items 3, 4 & 5 were taken together at the August meeting: Motion made to accept Supervisor Zima's recommendation to establish a committee to come back to the Human Services Committee with a recommendation as to how to solve this problem.***

Health Department

6. Budget Adjustment Request (15-52): Any increase in expenses with an offsetting increase in revenue.

Human Services Department

7. Resolution re: Helping families move from homelessness to self-sufficiency. ***Standing Item until such time that there is action to be taken.***
8. Executive Director's Report.
9. Resolution re: Change in Table of Organization for the Human Services Department – Social Worker/Case Manager (Children's Long Term Care).
10. Financial Report for Community Treatment Center and Community Programs.
11. Statistical Reports.
 - a. CTC Staff – Double Shifts Worked.
 - b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - c. Monthly Inpatient Data – Bellin Psychiatric Center.
 - d. Child Protection – Child Abuse/Neglect Report.
 - e. Monthly Contract Update.
12. Request for New Non-Continuous Vendor.
13. Request for New Vendor Contract.

Aging & Disability Resource Center, Syble Hopp, Veterans Services – No agenda items.

Other

14. Such other Matters as Authorized by Law.
15. Audit of bills.
16. Adjourn.

Patrick Evans, Chair

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**AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY
BOARD OF DIRECTOR'S MEETING**

Thursday, September 24, 2015

Board Meeting 8:30 a.m.

300 S. Adams Street, Green Bay WI 54301

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Introductions		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting of August 27, 2015	Yes	Yes
5. Comments from the public		
6. Finance Report		
a. Review and approval of August 2015 Finance Report	Yes	Yes
b. Review and approval of Restricted Donations	Yes	Yes
7. Brown County Emergency Management- Melissa Spielman		
8. Volunteer Background Check Policy	Yes	Yes
9. Add Life Program Reports –Jeremy Slusarek		
10. Directors Report		
a. <i>ADRC 2016 Contract Proposed Changes</i>	Yes	Yes
b. Aging 2016-2018 Final Plan: Public Hearing	Yes	
c. Oct 16 th Staff Appreciation Event	Yes	
d. Public List of ADRC Board Member	Yes	
e. Laser Fiche Discussion		
f. Request for C1- C2 Transfer for Nutrition Program	Yes	Yes
g. Prepare Now	Yes	
11. Family Care Update		
12. Legislative Updates		
13. Announcements		
14. Next Meeting – October 23rd, 2014		
15. Adjourn		Yes

Marvin Rucker, Chairperson

Aging & Disability Resource Center of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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MENTAL HEALTH TREATMENT COMMITTEE: AD HOC

Thursday September 24, 2015

6:00 p.m.

**Rm 365, Community Treatment Center
3150 Gershwin Drive
Green Bay, Wisconsin**

- I. Call to Order.
 - II. Approve/Modify Agenda.
 - III. Election of Chair.
 - IV. Election of Vice Chair.
 - V. Set date and time for regular meetings.
-
1. Discussion, review and possible action: Request that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment.
 2. Discussion, review and possible action: Request that the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population.
 3. Such other matters as authorized by law.

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ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Allan Jamir, Vice Chair
Jamie Blom, Thomas De
Wane
Richard Schadewald

ADMINISTRATION COMMITTEE

Thursday, September 24, 2015

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 23, 2015 and Special Meeting of August 19, 2015.

Comments from the Public

1. Review minutes of:
 - a. Housing Authority (June 15, 2015).

Communications

2. Communication from Supervisor Erickson re: Review this situation. Eliminate in-house PHA's and use the annual physician physicals to be submitted by September 1st each year. And maybe extend the physical results from your personal doctor to October 1st this year. *Referred from August County Board.*
3. Communication from Supervisor Evans re: To place a "Just Cause" standard back into the employee handbook and ordinances in order to provide reassurance to Brown County employees if terminated, there will be a fair and just process followed. "Just Cause" is defined as a progressive discipline process such as a verbal warning, written warning, suspension, and/or termination (or automatic termination if the situation is warranted). *Referred from August County Board.*
4. Communication from Supervisor Clancy re: Please send "Benefit's Overview for 2015" to Admin & Executive Committee to review Fond du Lac insurance coverage. *Referred from September County Board.*
5. Communication from Supervisor Moynihan: For your consideration, I believe the County Board of Supervisors should entertain and approve in concept and application, the creation of a Brown County Employee Benefits Advisory Committee consisting of an undetermined amount of County Employees/Department Heads, a Human Resources representative, an M3 representative and a Brown County Board Supervisor. Though the administration annually presents a budget and insurance programs costs therein as it deems fit, it is my belief that employees should at a minimum, have a voice in providing ideas in the formulation of said insurance offerings. *Referred from September County Board.*

Treasurer

6. Budget Status Financial Report for June, 2015.
7. Treasurer's Report:
 - a. Discussion/Action regarding 2016 LTE (Tax Collection Help) Hourly Rate of Pay in the Treasurer's Office (no Budget Impact). *Held for one month.*

Child Support

8. Budget Status Financial Report for August, 2015.
9. Departmental Openings Summary.
10. Agency Director Summary for September, 2015.

County Clerk:

11. Budget Status Financial Report for July & August, 2015.

Corporation Counsel:

12. Budget Status Financial Report for August, 2015.
13. Monthly Report for August, 2015.

Technology Services:

14. Budget Status Financial Report for July, 2015.
15. Director's Report.

Department of Administration:

16. Budget Status Financial Report for July, 2015.
17. 2015 Budget Adjustment Log.
18. Director's Report.

Human Resources:

19. Budget Status Financial Reports for July, 2015.
20. Budget Adjustment Request (15-55): Reallocation between two or more departments, regardless of amount.
21. Departmental Openings Summary.
22. Activity Report for August, 2015.
23. Referral re: To recommend the proposal to the Executive Committee with the changes of increasing the \$750 single deductible to \$850 and the \$1500 family deductible to \$1600 and increasing the proposed wellness dollars of \$200 single to \$250 and \$400 family to \$500. *Referred from August County Board.*
24. Director's Report.

Other

25. Audit of bills.
26. Such other matters as authorized by law.
27. Adjourn.

Steve Fewell, Chair

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SEPTEMBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 11:00 am	3 Ed & Rec 5:30 pm Way Morr Park 	4	5
6	7 Labor Day <i>County Board Office Closed</i>	8 Executive Cmte 5:30 pm	9	10	11	12
13	14	15 Veterans Recognition Subcmte 5:00 pm	16 Board of Supervisors 7:00 pm	17 CJCB 8:00 am	18	19
20 	21	22	23 Human Svc 5:30 pm	24 Admin Cmte 5:30 pm	25	26
27	28 Land Con 6:00 pm PD&T 6:15 pm 	29	30			

OCTOBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Public Safety 11am	8 Ed & Rec Reg&Budget 4pm/Rm200	9	10
11 	12 <i>Columbus Day</i> Exec Cmte 5:30pm	13	14	15	16	17
18 	19 Land Con/PD&T Reg&Budget 5pm	20 Human Services Reg & Budget Veterans SubCmte 5pm	21 Board of Supervisors 7:00 pm	22 Admin Reg&Budget	23	24
25	26	27	28	29	30	31

** Public Safety & Executive Committee budget meeting dates pending.*

NOVEMBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Board of Sup Budget Mtg 9:00 am	5 *Tentative* Board of Sup 6pm	6	7

BROWN COUNTY COMMITTEE MINUTES

- Criminal Justice Coordinating Board (July 16, 2105).
- Fire Investigation Task Force Board of Directors (June 18, 2015).
- Housing Authority (August 17, 2015 and September 21, 2015).
- Human Services Board (September 10, 2015).

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY
CRIMINAL JUSTICE COORDINATING BOARD

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County Criminal Justice Coordinating Board was held on July 16, 2015 in the Truttman Room of the Brown County District Attorney's Office, 300 East Walnut Street, Green Bay, Wisconsin.

Present: Judge Walsh, Judge Zuidmulder, John Gossage, Phil Steffen, Erik Pritzl, Dave Lasee, Patrick Evans, Don Harper, Tera Teesch, Michelle Timm, Joe Torres, Dana Johnson, Brian Westphal.
Excused: Jeremy Donath, Larry Malcomson, Troy Streckenbach, Tim Mc Nulty

1. **Call Meeting to Order.**

The meeting was called to order by Chair Judge Walsh at 8:00 am.

2. **Approve/Modify Agenda.**

Motion made by Patrick Evans, seconded by Dave Lasee to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Approve/modify minutes of May 8, 2015.**

Motion made by Patrick Evans, seconded by Dave Lasee to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **TAD Grant programs/coordinator position. (Dave Lasee).**

District Attorney Dave Lasee indicated that Angela Sparks has resigned from the TAD Grant Coordinator position to go back to her home state due to family issues. Joe Torres is acting as the interim TAD Grant Coordinator and the position has been posted to be filled. Lasee continued that Torres is swamped because not only is he taking over the interim role of the TAD Grant Coordinator and Criminal Justice Coordinating Board coordinator; he is still acting as the case manager for the treatment courts. Lasee noted that the treatment courts have expanded substantially over the last six months which is a good thing, but it does lead to increased workloads for Torres, especially with his interim role of TAD Grant Coordinator. Once the TAD Grant Coordinator position is filled, Lasee would like to see the treatment courts expanded even further. He noted that the diversion program needs a little tweaking and work as well. Lasee informed that they are still accepting people into the diversion program, but they are not actively seeking to expand it until the TAD Grant Coordinator position is filled.

Brian Westphal of Wisconsin Lock and Load was in attendance and Judge Walsh asked him to give the group an update on the electronic monitoring program offered by Lock and Load. Westphal indicated that Wisconsin Lock and Load has been doing transports for nine years. Several years ago they looked into expanding to electronic monitoring as this area of Wisconsin seems to be under represented with regard to electronic monitoring. Wisconsin Lock and Load decided to start providing those services to different agencies throughout the state. Westphal indicated that they would be able to provide a free trial release and assistance within the TAD program. He had been in touch with Angela Sparks on this

as the treatment courts were expanding and her UA collections were expanding. Wisconsin Lock and Load would like to work with the diversion program and the TAD program to provide electronic monitoring and other services. Westphal continued that the idea of electronic monitoring in the area is to get some of the arrestees out of the jail and assist them where the cash bond is somewhat high and to provide an opportunity to convert cash bonds into signature bonds and then put the offenders on electronic monitoring. With the monitoring, the offenders would be monitored to know where they are throughout the county and Lock and Load would stay in touch with the arrestees through weekly or bi-weekly meetings which would keep the offenders out of jail during the pretrial period. Lock and Load would then report back to the Judge and the defense attorney and the District Attorney to give them bi-weekly reports as to how the offenders are doing. The goal would be that if the arrestees successfully complete pretrial release on electronic monitoring with minimal or no infractions, that the Court will see that they have succeeded early on and therefore the sentence might be a little lower and there would be a shorter sentence. Westphal continued that the goal is to ensure that the offenders keep their job prior to being sentenced which is contributing something to the community and not setting them up for failure once they are sentenced. They can maintain their family life and some of the support structure and work on areas that got them into trouble. The hope would be that the judges and district attorney see that the person has succeeded during the pretrial process and that that be reflected in the sentence with less time in jail or prison which would ultimately save the County and the taxpayers money as well as keep the person somewhat of a productive citizen and keep them employed. Westphal stated that Wisconsin Lock and Load has various monitoring options such as GPS monitoring and alcohol monitoring. They have both 24 hour monitoring with an ankle bracelet and remote breath device monitoring.

Judge Walsh asked if Westphal had spoken with other judges on this and Westphal responded that he has a meeting set up with Judge Atkinson. Evans asked for clarification on the role Lock and Load would have. Westphal explained that Lock and Load is a private business and they are able to provide the monitoring for the clients that are on pretrial release. Supervisor Evans asked if that would be the responsibility of the Sheriff's Department and Westphal responded that prior to be convicted of a crime, an individual does not fall under the Sheriff's responsibility, but rather under parole and judges. Westphal stated that Lock and Load has recently worked with a client through Judge Zuidmulder's court where the Judge ordered the person out on a bond and part of the bond was that the individual had to be on an electronic monitoring device. The client was offered to go find someone to do the electronic monitoring and he found Lock and Load. Judge Zuidmulder added that there is no expense to the County and in the case Westphal referenced it was very effective.

Sheriff Gossage provided clarification that the jail does the electronic monitoring for sentenced inmates. It works similar to what Westphal has described earlier. Westphal noted that their system is completely independent of the Sheriff's system; however, the equipment is similar. Westphal continued that if a judge orders an individual out on a condition of electronic monitoring, Lock and Load can go to the jail to put the device on and the offender is then required to pay for two weeks of services in advance. Lock and Load then sees these individuals every two weeks to go over the last two weeks. They are able to let them know if there are alarms that need to be discussed, but these meetings keep the individual accountable as well as making the person pay for the program. If the client is not paying, Lock and Load goes to the District Attorney to let them know.

Judge Zuidmulder added that Lock and Load would be another tool to get people out of jail, but there are strict guidelines. Evans asked if it was anticipated that this would be used quite a bit and Judge Zuidmulder responded that his business is public safety and he felt that there were a group of cases out there now that this would be helpful for. Evans asked what type of cases this would be good for and Judge Zuidmulder responded that it would be helpful in cases where the court is satisfied that there is not a high risk to public safety but the behavior of the individual is such that they want to be sure they are closely monitored out in the community.

Westphal was asked if Lock and Load could also do UAs and he responded that he was working with Sparks on this and that is part of the business they are trying to develop and determine if all of the requirements can be met. The main hurdle would be the balancing act of bringing on employees but not having quite enough collections to justify it. Westphal was asked if it would be possible to track people to be sure they are going to treatment. He responded that within the GPS device they use, they are able to track movement every single day via computer. Lock and Load is able to track history so they know where the person has gone, and then zones can be set up in areas the individual needs to be in for things like work and treatment. The system is very robust as to what can be monitored and can include both inclusion and exclusion zones. Evans asked what happens if someone is in an area they should not be and Westphal responded that they need to sit down with all key parties to see what the best process would be. He continued that in a similar program in Kansas City, when they get an alarm, they go to the court and district attorney to report the infraction. Westphal noted that some violations are worse than others and they have to figure out what the court wants as far as reporting and this is something that needs to be developed further.

Westphal continued that currently they charge \$13 per day for GPS and \$14 per day for 24/7 monitoring on the ankle bracelet for alcohol and \$10 per day for a remote breath device where the individual would blow into it periodically throughout the day. If someone is on strict house arrest with no GPS, that is \$8 per day. Westphal noted that he will need to come up with a sliding scale to lower the prices down somewhat for those who cannot afford full price.

At this time Judge Walsh asked Sheriff Gossage to talk about the County Jails at a Crossroads article referenced in Item 7. Gossage noted that the article was in the *National Association of Counties* publication. Brown County participated in a study that showed that throughout the United States, 67% of the confined county jail population is pre-trial. Gossage felt that the County would be well served if this Board could take a look at different options to get those individuals out to lessen the jail capacity. Currently the jail is at 98% capacity and there are also 98 EMP inmates out in the community being monitored on bracelets. Security Lieutenant Phil Steffen indicated that there have been upticks in internet crimes against children and heroin which are filling up schedules in the courts and the jail is bursting at the seams. He felt that anything that can be done to minimize the factors and impact on taxpayers and operations would be well worth it and very appreciated. Judge Zuidmulder felt that one of the key things is risk assessment at intake, whether it be in the Sheriff's Department or the DA's office or through some other process. Judge Zuidmulder has seen counties do the risk assessment and send the results to the Court Commissioner/Judge, so instead of the DA's office or the Public Defender's office blowing numbers, a risk assessment based on an evidence based instrument that says a person is low risk can be considered by the court and the court will be much more comfortable

with a low bond or a signature bond. The current system does not seem rational and numbers are being picked out of the air. Judge Zuidmulder felt that the greatest impact could be made by utilizing an evidence based risk assessment tool. Steffen advised that Brown County was part of a pilot program to work with Northpoint which has been defended all the way up through the Supreme Court. Judge Zuidmulder stated that they need to talk about a process to get this information to the judges. There are a number of risk assessment tools being used around the state and Lasee stated that one of the things that came about in the system mapping several months ago is that there needs to be an assessment at the outset of the process. Judge Walsh agreed that having something to look at from a risk assessment standpoint would be incredibly useful to him. It was also indicated that it would be helpful for the court system to have access to the jail system so all information would be available. Judge Zuidmulder indicated that there are silos that need to be broken down and conversations need to be had to find a way to have the information communicated and attached to something that comes to the Judge's attention. The County is paying for the work; it is just a matter of having the information relayed to other decision makers. Lasee stated that this has been talked about with this group and it seems that everyone is on board with this, but a way to execute it needs to be determined. Lasee continued the other issue is that there needs to be training on the different assessments as there are risks to the jail and there are risks to recidivate and he does not know if there are separate tools to assess separate risks. These tools are not meant to be a substitution for judgment but are meant to enhance the ability to exercise judgment and Lasee felt that if all stakeholders were properly trained, this can be done. Judge Walsh stated that a determination would need to be made as to where the task gets assigned. Judge Zuidmulder suggested that a subcommittee be formed to discuss a risk assessment instrument to be performed at the jail. Evans felt that a tool would not give a dollar amount for bond and while Judge Walsh agreed, he added that a tool would tell a lot about what dollar number to put on for a bond.

5. Mental Health Court (Judge Zuidmulder).

Judge Zuidmulder was excited to report that there are currently 6 or 7 participants. In comparison, when drug court was started in 2009, it took almost a year to get to that number because of the screening. Because the mental health population is so identifiable to local law enforcement officers as well as the DA's office, participants are coming into Mental Health Court much more quickly. Judge Zuidmulder shared a story of one of the mental health court success stories. The idea of the treatment courts is to get people out of jail where they don't need to be and also relieve officers of having to go to a residence repetitively and being distracted from other police services. Judge Zuidmulder felt the court was going very well and he is expecting to be able to serve 5 – 25 participants. Judge Zuidmulder noted that his court is also economically beneficial as he does not have any treatment costs, just a case worker. Through all of the treatment courts combined, there are approximately 100 individuals being served who would otherwise be nuisances and in jail. As the different populations are being dealt with, they are seeing the numbers that will have a significant impact on the jail population as well as the police agencies and how the services are being distributed. Evans asked for an example of a sentence given to someone in mental health court. Judge Zuidmulder responded that once a person comes in front of him they would have 12 months of probation and have to appear before him every Friday. In addition, they would need to take medications, see the appropriate mental health care providers and not have any law violations. Judge Zuidmulder noted

that people receiving assistance have to have a payee to help with the financial part. They also assist with setting up budgets to help manage resources. He shared several other stories of success that have come out of the system and noted that he looks forward to Court each week because the stories are good. Evans asked if the participants typically have co-occurring disorders with mental health and drugs and alcohol. Judge Zuidmulder responded that the question becomes where the criminal justice system has propelled them. If it has propelled them into being a felony offender, there is a stronger analysis to look at what is going on. If they are misdemeanors, law enforcement typically knows whether things are booze related or mental health related. Judge Zuidmulder continued that at least half of the people that are being recommended to the mental health court are not coming from the DA's office or the public defender, but are actually from the local law enforcement officers who feel the people should participate in the treatment court.

Human Services Director Erik Pritzl added that he felt the mental health court was such a good thing because it really takes people who Human Services struggle with because they come to treatment and then don't but they don't always rise to the level of commitment so people fall where they are somewhat voluntary in terms of services but can also decide not to take part in treatment. With mental health court, one of the provisions is that they have to participate in treatment. Judge Zuidmulder added that most of the people who are arrested have no ability to bail out so they spend a few days in jail and then meet with the public defender who suggests the mental health court and the typical immediate response is "yes". Criteria for mental health court is that the individual has a chronic mental health disorder as well as a service provider because there is no money to do evaluations. Mental health court then contacts the provider to put the appropriate measures in place to get the individual back into treatment and taking their meds. They realize that nobody is going to be cured and not ever come back, but they hope that by having them in the mental health court they go a longer period of time before coming back into the criminal justice system. Additionally, there is tremendous savings in resources to the tax payers.

A question was raised regarding people who do not have an existing provider. Judge Zuidmulder responded that he is fiscally conservative and knows what he has to deal with, but if he could find money to do evaluations he would. He has designed the court to do what can be done as inexpensively as possible for the County. He has had to tell people that he could not do more because of funding. It was also noted that the public defender's office has people who meet the criteria for mental health court but do not have a provider and cannot afford a provider and therefore they cannot participate in the Court.

Motion made by Patrick Evans, seconded by Dave Lasee to receive and place on file Items 4 and 5. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Heroin/Drug Court (Judge Walsh).

Judge Walsh indicated that the heroin court has been up and running for about six months and there are currently 10 participants. It is going well and he noted that nobody has been kicked out of the court as of this time. Everyone seems to be doing well and he echoed Judge Zuidmulder that the situations with the people in the court is terrible. Many of them do not have any family and others

have a primary residence of the homeless shelter. He noted that it often takes several days to get someone into treatment and he shared a few stories of participants. He added that drug court is still plugging away and they have a large number of participants. Evans asked what is being done as far as treatment. Judge Walsh responded that there is drug counseling and he also mentioned that the Jackie Nitschke Center has a procedure for withdrawal and therapy. It was added that the best resource at this time is the Aids Resource Center as they have a grant where they can provide treatment at a very minimal cost as well as individual counseling. Several medicative assistant programs are being looked at. It was indicated that in this area the Jackie Nitschke Center is used for inpatient treatment as well as Casa Clare in Appleton and Nova in Oshkosh. Lasee noted that there is a substantial lack of treatment options in the community, especially for residential treatment. He noted that there are not a lot of places to put people right when they get released or to go through withdrawal. This is a statewide issue and Evans noted that the Human Services Committee will be trying to find some solutions. Michelle Timm added that she had been at a training conference recently and the doctor speaking about heroin and opiate addiction indicated that there is research that shows that intensive outpatient programming is equally as effective as inpatient programming. She will provide the research on this to the Board. She noted that coupling the outpatient treatment with the fact that there is an agent working very closely with the participants provides a team approach that encircles the people to provide help. Timm continued that she did not feel there was anything better than the supervision provided to people with the treatment courts and the team approach. Lasee stated that there is a difference between the inpatient treatment and the jail in having a place to transition these people out. It is difficult to transition someone out of the jail if they have nowhere to go for support.

7. County Jails at a Crossroads Article (distributed last week) (Sheriff Gossage).

This item was discussed earlier in Item 4.

Motion made by Patrick Evans, seconded by Sheriff Gossage to receive and place on file Items 6 and 7. Vote taken. MOTION CARRIED UNANIMOUSLY

8. List of Tasks from our 2014 Study on Jail Usage (attachment).

Judge Walsh noted that one of the things on the task list was using COMPAS or some other tool to help assess risks. He continued that each court has been advised to reduce the time between revocations and sentencing. They would like to see the hearings occur within 10 days of each other to get the people out and get them sentenced sooner. Judge Walsh is trying to maintain that timeline in his branch. He also noted that significant steps have been taken on the operating after revocation cases where in conjunction with the DA's office they have agreed to address these things more efficiently in front of the Court Commissioners by amending to ordinance violations so the parties do not have to come back to court when often times they don't show up anyway but then sit in jail on a warrant while they wait to get before a judge.

With regard to the bond request, Lasee stated that they have talked about it and he felt that this dovetails with using a COMPAS tool or something similar. Gossage noted that they are instructing

their officers to encourage more ordinance violations rather than putting people in jail and Green Bay is doing the same thing.

Judge Walsh continued that day report centers have been discussed in the past and Lasee stated that that would be an option and ties in on what Lock and Load reported earlier. He felt that day report and pretrial release on some sort of device would be the best use of a day report center. Lasee felt that a committee should be formed to look at this as well as the use of GPS and alcohol and drug monitoring bracelets as a way to manage pretrial release. Judge Walsh asked who runs the day report centers that Lasee has visited and he noted that in Outagamie County Family Services is running the day report center. This is working well in Outagamie County and Lasee would like to see it explored further in Brown County.

9. **Request to present at a future meeting by Measures for Justice (Don Harper/Judge Walsh).**

Judge Walsh recalled that at the last meeting he brought up the idea of having a representative of Measures for Justice come to address the group. He recalled that Measures for Justice has conducted a study in Milwaukee and gathered some data on the criminal justice system and wanted to share it with the Board and then possibly use Brown County to do some more work with a grant from the Department of Justice. Judge Walsh indicated that Don Harper had checked more into this and checked feedback about Measures for Justice. Harper stated that he spoke to the District Court Administrator in Milwaukee and they had a lot of reservations with working with Measures for Justice as they felt the group was predisposed to ideas that the system was not working without having any knowledge of how the system works. Further, there were concerns about the measures that Measures for Justice takes and it was felt that there was little credibility to the measures and how the system in Milwaukee worked. Since the presentation would be free, Harper did not see any reason to turn it down but felt that we should proceed with caution. Lasee noted that he had heard something similar and agreed with Harper in that if they are going to do the presentation, we could hear it but be cautious. Judge Walsh said that he will try to get a presentation set up for the next meeting and then the Board can discuss it further following the presentation.

Motion made by Patrick Evans, seconded by Dave Lasee to receive and place on file Items 8 and 9.
Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Adjourn.**

Patrick Evans suggested adding "Such Other Matters" to their future agendas.

Motion made by Patrick Evans, seconded by Sheriff Gossage to adjourn at 9:04 am. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on June 18, 2015, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Glenn Deviley, Joe Gabe, Ed Janke, Eric Dunning, Todd Delain, Brad Muller, David Lasee, David Konrath, Mike Nieft

Item #1. Adoption of Agenda.

Motion was made by Delain and seconded by Lasee to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of Previous Meeting.

Motion was made by Dunning and seconded by Delain to approve the minutes from the last meeting on March 19, 2015. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

03-23-15	3989 Jessie Ln., Denmark (garage/undetermined)
03-27-15	505 S. Van Buren St., Green Bay (under investigation)
04-06-15	415 George St., De Pere (apt. hallway/undetermined)
04-08-15	1982 Minten Way, Lawrence (garage/undetermined)
04-27-15	1011 N. Danz Ave., Green Bay (apt./arson)
04-28-15	2237 University Ave., Green Bay (laundromat/accidental)
05-02-15	4183 Shawano Ave., Howard (pole bldg./undetermined)
05-03-15	2341 Brice Ct., Bellevue (residence/dehumidifier/accidental)
05-08-15	3667 Park Rd., Morrison (duplex/accidental)
05-19-15	1750 Velp Ave., Howard (business/accidental)
05-22-15	1627 Arnold Dr., Green Bay (basement/undetermined)
05-26-15	1402 Swan Ridge Tr., Ledgeview (residence/accidental)
06-12-15	2368 S. Overland Rd., Hobart (residence/fatal/under investigation)

Item #4. Report of General Membership President.

Gabe reported that Dan Kerkhoff, Tom Roberts, Kyle Lauf and Rick Davidson are no longer on the Task Force. Kevin Heimerl from DCI put on a report writing class at the last meeting. Overview of highlights from the spring IAAI conference.

Gabe reported that no one from Green Bay Police Department put in for open fire investigator positions after last posting. The problem lies in that being on the Task Force is in addition to a member's full-time job and not assigned as one's daily job, so it is hard to get people who want to go out on fires. There was discussion by the Board about possibly reducing the types of calls the

Task Force goes out on as it seems the Task Force is getting called out for minor fires where they really aren't needed. Konrath will send out another notice to all police/fire departments of openings on the Task Force.

Gabe further reported that he needs to step down from the Task Force. A meeting will be held in July to replace him. It was noted that Brandon Dhuey, an investigator on the Task Force, is interested in taking over Gabe's position.

Motion made by Gabe and seconded by Delain to hold a General Membership meeting in July to include election of officers and determine solutions for Task Force issues and bring them back to the Board. **Motion carried.**

There was a formal request by fire investigator Brad Neville to exempt the requirement for renewal of his FIT certification because of his plan to retire before the end of the year. The question to allow the exemption was forwarded to the Board and the unanimous result was to allow a non-precedent setting exemption, with the exception of the date the exemption would expire. The Board agreed to September 1, 2016.

Gabe noted that it costs a lot more to obtain FIT certification if you are not a member of IAAI.

Item #5. Financial Report.

Delain reported that there is approximately 50 percent left in the Task Force budget and that the entire budget may be utilized this year. It was noted that the safety house needs approximately \$1,000 to replace wheels and bearings. Janke stated he has guys who can work on the safety house to help save money.

Item #6. Old Business.

A. Disposition of Case Proceedings.

None were discussed.

Item #7. New Business.

A. Vice-chairperson vacancy.

Election of officers will be held at the September meeting. Motion made by Dunning and seconded by Janke to table the vice-chairperson vacancy until the September election. **Motion carried.**

Nieft mentioned that he will be retiring next May, so if anyone is interested in his position as chairperson, they could run for election in September.

Item #8. Report of Juvenile Firesetter Program Coordinator.

No new juveniles in the program since the last meeting.

Item #9. Other Matters.

A. Reinstatement of safety house 501(c)(3).

Muller stated that the 501(c)(3) for the safety house expired and that it costs \$1,000 to reinstate it. If there is money left in the budget at the end of the year, this can be done. However, it was pointed out that this may not need to be done as municipalities are tax-exempt.

B. New vehicle for safety house.

Dunning stated that WPS has a grant program where they reallocate their used equipment, so that would be one way of trying to obtain a new vehicle. He will fill out the application paperwork.

The fall IAAI conference will be held in Green Bay on Sept. 30-Oct. 2, 2015.

Item #10. Set Date, Time, and Location of Next Meeting.

The next meeting is set for September 17, 2015, at 9:00 a.m., at the Brown County Sheriff's Office.

Item #11. Adjourn.

Motion was made by Gabe and seconded by Deviley to adjourn the meeting. **Motion carried.**
The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Marsha Laurent
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, August 17, 2015, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman—Chair, Adam DeKeyser, and Corday Goddard

MEMBERS EXCUSED: Sup. Andy Nicholson, Tom Deidrick

OTHERS PRESENT: Robyn Hallet, Pat Leifker, Matt Roberts, Nicole Tiedt, Stephanie Schmutzer, Kim Flom, and Zaland Wardak.

APPROVAL OF MINUTES:

1. Approval of the minutes from the June 15, 2015, meeting of the Brown County Housing Authority.

A. DeKeyser made a motion to approve minutes from June 15, 2015, meeting of Brown County Housing Authority, which was seconded by C. Goddard. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated April 23, 2015, regarding final SEMAP score for FY ending December 31, 2014.

R. Hallet stated that HUD resent this letter to the BCHA, due to the Authority never receiving the letter dated April 23, 2015. She explained that the letter confirmed the Brown County Housing Authority's anticipated SEMAP score.

3. Letter from HUD dated August 11, 2015, regarding SEMAP quality control monitoring.

R. Hallet explained that the BCHA was chosen by HUD to undergo a SEMAP Quality Control Remote Review.

A. Hartman asked if this review will require any specific attention from BCHA members. R. Hallet stated that she and ICS staff will provide needed data for HUD. Once the results of the report are available, she will share it with the BCHA members. She added that she is not aware of the time and length of the review.

A. Hartman asked if this letter is an indication that the BCHA is doing something wrong. R. Hallet stated that she had emailed HUD asking for the reason why GBHA was picked for the review. She stated that to date HUD had not responded to her email.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

P. Leifker stated that for the month of July, the BCHA collected 272 applications.

B. Unit Count

P. Leifker stated that for the month of July the BCHA had a unit count of 2,757.

C. Housing Assistance Payments Expenses

P. Leifker stated that for the month of July, the Housing Assistance Payments Expenses were \$1,052,411.

D. Housing Quality Standard Inspection Compliance

P. Leifker stated that for the month of July, the BCHA conducted 445 inspections, of which 219 passed the initial inspection; 88 passed the re-inspection; 102 failed; and 36 resulted in a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

P. Leifker stated that for the month of July, the BCHA had 108 port outs with an associated HAP expense of \$95,632. In July, ICS was under-spent by \$143.26.

P. Leifker stated that for the month of July, the Family Self-Sufficiency Program was under-spent by \$3311.37.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, and homeownership)

N. Tiedt stated that for the month of July ICS had 77 current participants in the FSS program. She indicated that for level one there were 44 individuals, for level two 12, for level three 11, and for level four ten individuals. There were nine new contracts signed and a total of three new graduates from the FSS program.

N. Tiedt stated that for the month of July there were 34 escrow accounts currently open, with a total of \$4,240 deposited into the account. The highest single deposit was \$484. There are currently 57 homeowners and one new homeowner for the month of July.

G. VASH Reports (active VASH, and new VASH)

N. Tiedt explained that there are a total of 30 VASH clients. Of the 30 clients, 20 are BCHA VASH Vouchers and the remaining ten are Racine's and Appleton's Vouchers. There were also no new VASH participants for the month of July.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker stated that for the month of July, there were a total of nine new investigations, nine were closed, and four still remain active. Langan processed a total of 156 applicants, 155 were approved and one was denied.

P. Leifker showed the breakdown of the fraud investigations per municipality. He explained that the majority are within Green Bay. He also displayed a chart showing the initial applications by municipality for the month of July.

R. Hallet asked for the reason behind the fairly large percentage of applicants that fall under the title of Not Reported. P. Leifker stated that these applicants are in fact applicants of different counties, making them non-preference applicants. R. Hallet asked if, in the future, the title could be changed to "Non-Preference." P. Leifker replied this change could be made.

I. Quarterly Active Cases Breakdown Report

P. Leifker explained that the report is broken down into four categories based on whether the applicants are elderly and disabled, not elderly/ disabled with earned income, not elderly/disabled with no earned income and with dependents, and finally not elderly/disabled with no earned income and no dependents. The percentages per category decrease in that order.

J. Quarterly End of Participation Report

P. Leifker stated that this chart indicates the number of terminations ICS has had in the second quarter for 2015. The vast majority of the terminations were voluntary or family obligations violations. Reasons for family obligations violations range from not turning the necessary paperwork to moving without notification.

K. Denial Reasons

P. Leifker explained that this table is a quarterly breakdown of reasons why Langan and Associates have denied initial applications. There were six denials in the last quarter. All denials are due to either a website that ICS does not have access to.

L. Customer Service Satisfaction

N. Tiedt stated that for the majority of graphs showed, ICS was assessed by its clients to provide very good to excellent service for their provided programs.

5. Report on use of Administrative Reserves and HCV lease up.

P. Leifker explained that for the month of July, 839 clients were pulled from the waiting list and 655 tenant information forms were issued of which 184 were closed due to various reasons, including not being returned. For the months of July and August, ICS issued a total of 591 vouchers, out of which 276 are waiting for the RTA to be returned, 106 wish to port out, 126 are waiting on an inspection, and 83 have leased up. The last table on the written report shows the waiting list as of the August 10th, and the final item shows the additional cost to date, which is well within the amount the BCHA, had agreed to pay for.

A. Hartman asked if the number of port outs is unusually high. M. Roberts replied that the number was as expected or predictable, due to the categories being pulled from the waiting list.

OLD BUSINESS:

None

NEW BUSINESS:

6. Public hearing to receive input on the Brown County Housing Authority 2016 Annual Agency Plan.

R. Hallet stated that a public hearing is required for the Annual Plan. A. Hartman stated that there are no citizens present, which R. Hallet reported is not unusual. R. Hallet stated no action is therefore needed on this item. P. Leifker stated that ICS does hold a second public hearing, in conjunction with the Resident Advisory Board Meeting in the beginning of September. A. Hartman asked if there are a fair amount of people who attend the secondary hearing, to which P. Leifker replied that it's a regular standing meeting of a core group of clients, but both meetings are publicized so the public has an opportunity to attend.

7. Review and approval of Brown County Housing Authority 2016 Annual Agency Plan.

P. Leifker stated that the Authority's Annual Plan is a brief version of the Five Year Plan which was approved last year for 2015. The document is an update, stating what was changed in the Administrative Plan, including progress on some goals established in the Five Year Plan. P. Leifker directed the Authority's attention to item six in the Annual Plan and explained that this item identifies any changes that have been made to the Admin Plan. He directed the Authority's attention again to item ten and explained that this item identifies any goals that were established with the Five Year Plan, adding that at the bottom of each item, it shows the progress that has been made to meet those goals.

A motion was made by C. Goddard. A. DeKeyser inquired about Section 6(a), the first administrative plan update. M. Roberts clarified that the change that was previously made was to adjust the second preference to include any homeless resident, not just homeless with children. Motion was seconded by A. DeKeyser. Motion carried.

INFORMATIONAL:

8. Status of Audit by Office of Inspector General.

R. Hallet stated the OIG Audit is coming to a close. Staff has received the draft audit report. The draft report allowed for written comments, so comments were sent. She stated that the draft report cannot be released; but it is her assumption that the final draft will be available in time for the next scheduled BCHA meeting.

A. Hartman asked if there could be any indications given as to how the audit went. K. Flom stated that overall it was good and that there will be presentation given on the subject when the Authority has access to the information.

9. Report of responses received for Request for Proposals for the Administration of the Housing Choice Voucher Program.

R. Hallet stated that three proposals were received from the RFP. The list includes ICS; Nan McKay and Associates out of San Diego, California; and NEWCAP Inc. out of Oconto, Wisconsin. The selection committee consists of herself, K. Flom, S. Schmutzer, A. DeKeyser, and A. Hartman. This committee will review the proposals and take the necessary steps to identify the best candidate for the administration of the HCV Program.

BILLS:

S. Schmutzer explained that the checks included in agenda are checks that have already been sent out, due to the fact that there was not a July meeting. She provided another spreadsheet that showed the checks for the month of August. S. Schmutzer indicated that the only unusual item was the legal fees, explaining that the Authority had to take some people to court; this issue is being handled by N. Gerhard and W. VandeCastle.

A. DeKeyser made a motion to approve and place the bills on file, which was seconded by C. Goddard. Motion carried.

FINANCIAL REPORT:

S. Schmutzer stated that the financial reports are for the months January to July. She stated that the Authority will have to ask for its reserves from HUD due to the increased amount of lease ups.

C. Goddard made a motion to approve and place the Financial Report on file, which was seconded by A. DeKeyser. Motion carried

STAFF REPORT:

10. Date of next meeting: September 21, 2015.

R. Hallet stated that T. Deidrick is on medical leave and therefore will not be able to attend the next meetings, for an undetermined time. She stated that this will make it more difficult for a quorum to be achieved. She added that if anyone is unable to attend the next meeting, to inform her as soon as possible. A. DeKeyser stated that he will not be able to make it to the September 21, 2015, meeting. R. Hallet stated that she is checking with the Brown County Corporate Council if it's permissible to attend a meeting via phone call.

A motion was made by A. DeKeyser, seconded by C. Goddard to adjourn the meeting. Motion carried. The BCHA meeting for August 17, 2015, ended at 3:27 pm.

ZW:RAH:JD

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, September 21, 2015, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman—Chair, Sup. Andy Nicholson – Vice Chair, Tom Deidrick, Adam DeKeyser, and Corday Goddard

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 17, 2015, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, and homeownership)
 - G. VASH Reports (active VASH, and new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
3. Report on use of Administrative Reserves and HCV lease up.

OLD BUSINESS:

NEW BUSINESS:

4. Approval to suspend the rules to allow Tom Deidrick to participate in the meeting via a form of technology as a reasonable accommodation.
5. Approval of Audited Financials for FYE December 31, 2015.
6. Discussion and approval to award the Contract for Administration of the Housing Choice Voucher to the responsive and responsible vendor whose overall proposal offers the best value for the BCHA.
7. Discussion and approval to fund an additional internship position.

INFORMATIONAL:

8. Final Report and Memo of Office of Inspector General.

9. Results of Rent Reasonableness Quality Control review.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

10. Cancellation of SEMAP Quality Control Review.

11. Staffing changes.

12. Date of next meeting: October 19, 2015.

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, September 10, 2015 in Room 365 of the Community Treatment Center – 3165 Gershwin Drive Green Bay, WI

Present: Chairman Tom Lund
Carole Andrews, Craig Huxford, Bill Clancy, Susan Hyland, Paula Laundrie

Excused: Helen Smits, JoAnn Grashberger

Also

Present: Erik Pritzl, Executive Director
Nancy Fennema, Director of Community Programs
Luke Schubert, Hospital & Nursing Home Administrator
Eric Johnson, Finance Manager
Jenny Hoffman, Economic Support Services Administrator
Chad Weininger, Director of Administration

1. **Call Meeting to Order:**
The meeting was called to order by Chairman Tom Lund at 5:15 pm.

2. **Approve/Modify Agenda:**
ANDREWS/HUXFORD moved to approve the agenda.
The motion was passed unanimously.

3. **Approve Minutes of August 13, 2015 Human Services Board Meeting:**
LAUNDRIE/ANDREWS moved to approve the minutes dated August 13, 2015.
The motion was passed unanimously.

4. **Executive Director's Report:**
Executive Director Pritzl handed out the 2014 Annual Report in lieu of a director's report.
HYLAND/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

4. **Review and Endorsement of Proposed 2016 Budget:**
The board members were mailed out draft budget packets prior to the meeting. Director Pritzl went through the highlights of the budget.

County Board Member Clancy entered at 5:24 p.m.

Finance Manager Johnson explained the budget charts and data graphs.

Q: Citizen Board Member Andrews asked if the year the state identified for our payments to match could be altered with any cost savings.

A: Director Pritzl stated that a prior year is used to benchmark the payment, but it is not the most recent year. Director Pritzl cited 2009 as a possible year that was designated, but will check the State memo on this. The transition benchmark is across the state and it cannot be changed due to efficiencies.

Q: Citizen Board Member Laundrie asked how we measure reducing 25% of the wait time.

A: Director Pritzl stated that the division manager put that together as a smart goal and has the plan for obtaining that goal.

Q: Citizen Board Member Laundrie asked which unit will be running the Teen PALS program.

A: Director of Community Programs Fennema stated that Independent Living and the current PALS program will be working on this initiative together.

Q: Citizen Board Member Laundrie asked what the criteria will be for the position working with jail inmates.

A: Director Pritzl stated that this will be a clinical therapist position. We will want them to understand when the needs of the client are exceeding what the community can deliver and practice higher intervention.

Q: Citizen Board Member Laundrie asked how we will accomplish awarding Foodshare immediately to clients.

A: ES Administrator Hoffman stated we are not adding any positions at this point. We will be shifting resources from scheduling appointments to on-demand in 2016.

Citizen Board Member Laundrie commented that when we look to evaluate physician compensation and billing practices, we should try to keep it in house versus utilizing a consulting firm.

Q: Citizen Board Member Huxford asked if the TAD grant funding is distributed through the Criminal Justice Coordinating Committee.

A: Director of Community Programs Fennema stated that the administration of that grant is between that committee as well as the department.

Q: County Board Member Clancy asked if we will have a drop in providers after the Family Care transition is completed.

A: Director Pritzl stated that the number of contracts administered will be reduced. Some providers will stay but their contracted amount will go down. Clients will be serviced the same based on their need. The MCOs will decide which vendors to work with.

Q: County Board Member Clancy asked if the new MCOs take care of juveniles or if the county still does.

A: Director Pritzl stated we, as the county, will continue to serve them.

Q: Citizen Board Member Andrews asked if the drug testing in ES is a cost that we will have to bear.

A: Director Pritzl stated that we do not know as of yet. The state departments have to apply for waivers from the federal government.

Citizen Board Member Andrews stated that if we end up instituting this program, a monthly report with the percentage of clients who tested positive would be appreciated.

Q: Chairman Lund asked if our contracted rates remained the same for the budget.

A: Director Pritzl stated we did not award an across the board increase for our providers. There were some increases on specific organizations. Finance Manager Johnson stated that providers do submit their annual budget which can include salary increases and we may or may not approve that.

Q: Citizen Board Member Laundrie asked how we ascertain what the contract money is going towards (how they are using it/turnover of staff).

A: Director Pritzl stated we required audits from our providers and our case managers are in their facilities regularly. Director of Community Programs Fennema added that any state concerns go right to our Contract Manager and we take any issues seriously.

HUXFORD/LAUNDRIE moved to approve the 2016 Human Services budget.
Motion was carried unanimously.

6. Administrator Report (CTC):

The NPC monthly report and the QAPI summary report were submitted with the board packet agenda. CTC Administrator Schubert stated that our plan of correction audits have continued to show steady improvement and we have been in compliance. Schubert did state that we recently had to retract some job offers that were made due to the barrier in covering 12 hour shifts instead of paying overtime in excess of 8 hours. Schubert and Pritzl asked Board members if they were aware of exceptions for the Community Treatment Center related to overtime pay. Chairman Lund reported that there were changes to overtime pay conditions when Chapter 4 was put in place. An exception to what is in Chapter 4 was not brought before this Board. Citizen Board Member Andrews suggested looking into what the hospitals are doing. Director Pritzl stated that we will look at Chapter 4, Human Resources and Federal Labor standards and will bring back to the board a potential proposal if an exception is needed.

HYLAND/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

7. Financial Report:

A financial report was submitted with the board packet agenda.

LAUNDRIE/HYLAND moved to receive and place on file.
Motion was carried unanimously.

8. Statistical Reports:

Please refer to the packet which includes this information.

9. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

10. Approval for New Vendor Contract:

Please refer to the packet which includes this information.

CLANCY/ANDREWS moved to receive and place on file items 8, 9 & 10.
Motion was carried unanimously.

11. Other Matters:

Next Meeting: Thursday, October 8 2015
5:15 p.m. – Sophie Beaumont Board Room A

12. Adjourn Business Meeting:

HUXFORD/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:16 p.m.

Respectfully Submitted,

Kara Navin
Office Manager